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**DEFENSE AUDIOVISUAL
INFORMATION SYSTEM
(DAVIS)
USER GUIDE**



ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, DC 20301

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FOREWORD

This guide is issued under the authority of DoD Directive 5040.2 "Audiovisual Activities," November 14, 1984. It is for users of the Defense Audiovisual Information System (DAVIS) computer system and tells how to log in and out of the computer, defines data base query language, and explains the structure of the various DAVIS files.

The provisions of this guide apply to the Office of the Secretary of Defense and its field activities, the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, all Defense Agencies hereafter referred to collectively as "DoD Components."

This guide is effective immediately and is required reading for all DAVIS users. Send recommended changes to the guide through channels to:

American Forces Information Service
Defense Audiovisual Policy
Attention: DAVIS Data Base Administrator
1735 North Lynn Street
Arlington, VA 22209-2086

DoD Components may obtain copies of this guide through their own publication channels. Other Federal agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

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Fred S. Hoffman

Fred S. Hoffman
Principal Deputy Assistant Secretary

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CHAPTER 1

A. PURPOSE

1. Scope. This User Guide is a reference to the Defense Audiovisual Information System (DAVIS) computer system. It covers logging in and out of the computer, the BASIS data base query language and the structure of the various DAVIS files.

2. Use. While this guide is primarily a reference document, it does not contain highly technical information and is not intended to replace formal training. The novice can use it and it will assist the user in exploiting the capabilities of DAVIS and the DAVIS information resources.

B. THE DEFENSE AUDIOVISUAL INFORMATION SYSTEM

1. DAVIS provides centralized data files of Department of Defense (DoD) audiovisual productions, facilities, and personnel resources with a shared central data base of information resources. It provides a more accessible and better utilized data base within the DoD and with other Federal Agencies, the educational community, and the private sector.

2. Both DoD and the National Audiovisual Center (NAC) are engaged in "pulling these materials together" as a basis for mutual exchange, access to these materials, and eliminating duplicate data processing systems.

3. The Catalog of DoD Audiovisual Productions will be a continuing product of DAVIS. This provides nonterminal users with both cumulative and periodically updated information on audiovisual materials using standardized formats and common indexing.

4. DAVIS information resources represent millions of dollars in the training and talent and experience of DoD audiovisual and educational professionals as well as in the audiovisual materials themselves. Improving the use and management of these information resources is, therefore, of fundamental interest to the DoD.

C. SYSTEM OPERATION

1. DAVIS Files. The DAVIS data base is located on the Information Center (INFOCEN) computer system at Wright-Patterson Air Force Base, Ohio. While many files and data bases make up the INFOCEN system, only the following are a part of DAVIS:

a. Products File (D201). The Products file is designed around the DD Form 1995-2, "DoD AV Production Report." It includes, however, data base fields which do not pertain to the use of the 1995-2. These are related to the National Audiovisual Center. A full description of this file is given in Chapter 5, Section C.

b. Facilities Files (D202). The Facilities files data base is a representation of the DD Form 2054/1 and /2, "Audiovisual Annual Report." (See Chapter 5, Section D for details.)

c. Descriptor File (D207). This file contains the DoD catalog index codes and the various subject descriptor codes used on the DD Form 1995-2.

2. System Management. Policy guidance for development and operation of DAVIS is provided by the American Forces Information Service, Defense Audiovisual Policy which also monitors frequency of user access and resources used. Operational automatic data processing (ADP) support and program development is provided by the Department of the Air Force, Aeronautical Systems Division Computer Center, Wright-Patterson Air Force Base, Dayton, Ohio.

3. System Access. Terminals located in major audiovisual production centers, training commands and military schools are used both as retrieval from and input into the centralized data base. The way information is entered or extracted from a data base is through a special data base query language. The query language used at INFOCEN is BASIS.

4. System Capability. A unique text-processing and retrieval capability permits every word in the record to be machine-indexed and retrievable. The system is interactive; that is, the user interacts with the system in terms of specifying required information, noting search results and modifying the search strategy. This process of "negotiation" is repeated until the user has the desired information or is satisfied that it does not exist in the system. System outputs may be either on-line or off-line. Details for both input and retrieval operations are covered in this guide.

5. Terminals. The preferred terminal to be used within DAVIS is the Digital Equipment Corporation DEC VT100 or compatible. While the on-line input editor (OLIVE) works with any line-oriented terminal device, DEC VT100 compatibility is recommended for file input to take advantage of screen-oriented input programs. Also, some of the INFOCEN system utilities (e.g., "Phone") require VT100 compatibility. Some of the compatibles on the market are:

HAZELTINE EXECUTIVE-80
MICRO-TERM MIME-100
VISUAL 100
C. ITOH CIT-101
DATAGRAPHS 132B
TELERAY 100
DATAMEDIA EXCEL SERIES
TAB PRODUCTS 132/15
DEC VT102
DEC VT125
ERGO 301
ZENITH Z100
ANY PERSONAL COMPUTER WITH VT100 EMULATOR SOFTWARE

For inquiry only purposes, a wide variety of other terminals may also be used.

D. POINTS OF CONTACT

1. Access to DAVIS.

To obtain access to DAVIS, a letter of request for a USER NAME and PASSWORD shall be submitted through the Component Headquarters AV Manager, stating file access desired (Products file and/or Facilities file) and access level required, to: American Forces Information Service, Assistant Director for AV Policy, Plaza West, Suite 208, 1735 North Lynn Street, Arlington VA 22209-2086. Request must include name, mailing address, and telephone number for each user requesting access. The two levels of access are:

Query - Retrieval only, not able to perform file editing.

Edit - In addition to data retrieval, user may alter or create in the file without further verification.

2. Procedural Questions Regarding DAVIS. Direct these questions to the Systems Analyst for DAVIS at INFOCEN, ASD Computer Center, Wright-Patterson AFB, OH, AUTOVON 785-6175/6176.

3. Computer-Related Problems. Contact INFOCEN at Wright-Patterson AFB, Ohio, where the data bases are located, for technical assistance if there is difficulty in accessing the data bases. AUTOVON 785-6175/6176.

4. Problems With TYMNET. Call 800/336-0149 from all of CONUS except Virginia and 800/572-0368 in Virginia; or the telecommunications manager at INFOCEN, AUTOVON 785-6175/6176. Call INFOCEN first for referral to TYMNET trouble number during normal working hours.

CHAPTER 2

TERMINAL OPERATION

A. INTERACTION WITH THE COMPUTER

The device you use to communicate with the computer is the video terminal, or CRT. There may also be an auxiliary printer attached to the terminal which prints what is appearing on the screen as a permanent record. The screen of your terminal displays both your input and the computer's responses. The cursor, a spot on the screen indicating where the terminal is writing, will be referred to from time to time. The cursor is a blinking square on some terminals, and just an underline mark on others.

1. Terminal Keyboard. The keyboard on your terminal is identical with that of a typewriter except for a few special keys. These special keys may be in different places on the various terminals you are likely to encounter, but most of them are present on all terminals. They are:

CTRL -- This is the control key. You will have only occasional use for it, but it will aid you in aborting or getting out of a program should there be some difficulty which makes normal exiting difficult or impossible.

DELETE - This key deletes characters which you have just typed. Pressing it will cause the cursor to move to the left one space and delete the character which was in that space. Holding down the delete key for more than a second will cause it to automatically move rapidly to the left. This can cause grief, so watch how long you hold this key.

BACK SPACE -- This key does not have the same meaning as it does in a typewriter, so do not use it except as specified in the instructions accompanying your specific terminal.

BREAK, LINE FEED, ESC -- These keys are for special functions which are not present in DAVIS. Please do not experiment with them as you may cause the loss of data you need.

NO SCROLL -- This key will be found on many terminals. Pressing it will stop the "scrolling" action on the screen. This means that you may freeze material you need on the screen before it

scrolls off the top of the screen. Pressing NO SCROLL will freeze the screen and, pressing it again, will return the screen to normal operation. Be careful not to leave it engaged, or you will not be able to enter any information, nor retrieve any from the computer.

Nearly all video terminals will have these keys; if yours lacks one or more, ignore the above information. It may be necessary to read the instructions accompanying your terminal to determine how to cause a deletion of a character if your terminal has no DELETE key.

2. Entering Information. On a typewriter, the RETURN key advances you to a new line and returns the element or carriage. On your terminal the RETURN key sends the line you have just typed to the computer. After typing commands, instructions or answering questions put to you by the computer, you will always enter RETURN or type CR (for carriage return) in order to send the information. At special times you will use other keys for this, but they will be noted carefully.

3. Interrupting a Program. There will be times when you will need to interrupt a program's execution and return to the menu. For example, you may have asked for a much longer printout at your terminal than you expected to receive. Rather than wait for a 7-hour printout, you can abort the procedure by holding down the CTRL key and pressing either C or Y. The CTRL/C and CTRL/Y instructions will do various things, but they will almost always get you out of a place in which you are stuck. You shouldn't use these for routine exits from a program...only in emergencies.

NOTE: Do not use CTRL/C when in OLIVE.

In general, you shouldn't press a CTRL/C or CTRL/Y twice in a row; this will cause you to be dumped out of the program you are in, and perhaps log you out of the computer altogether. Many times, using the control functions will not result in immediate stopping of the program; there are buffers within the computer which must be emptied first. Be patient, these commands will usually work in a few seconds.

IMPORTANT

NEVER LEAVE YOUR TERMINAL UNATTENDED FOR ANY LENGTH OF TIME. LOG OFF THE SYSTEM IF YOU ARE GOING TO BE GONE MORE THAN FIVE MINUTES.

B. LOGGING INTO AND OUT OF DAVIS

There are four methods by which to contact the computer located at Wright-Patterson AFB, Dayton, Ohio. They are:

- = Direct Line
- = TYMNET
- = AUTOVON
- = Defense Data Network (DDN)

The following provides step-by-step instruction on how to connect and disconnect from the computer.

1. Using The Telephone.

a. TYMNET. Currently, the best method for contacting the computer by telephone is by using the communication service of TYMNET. By dialing the appropriate local number in your area, the common problems of AUTOVON (preemption and noise) are eliminated. Consult INFOCEN (AV 785-6175) for the current local TYMNET number. Here, by way of example, is how to get into the DAVIS computer over the phone. All of your input is underlined, throughout this guide.

(1) Dial the number for TYMNET and wait until you hear the high-pitched tone. Now, either place the phone handset in the acoustic coupler (the device that converts the computer's signals into sound) or place the phone on hold. Which of these you do will depend on the type of modem you have.

(2) The following message will be printed on your screen:

PLEASE ENTER YOUR TERMINAL IDENTIFIER

(NOTE: The above message may be garbled. If this happens, proceed as though it wasn't garbled).

Respond to this by typing an uppercase A.

(3) The message PLEASE LOG IN will then be printed on your screen. Enter:

IAFV4;XXXXXX (XXXXXX to be obtained from your Component
AV Manager)

(NOTE: The XXXXXX will not appear on your screen or printer. This is a normal security measure.) XXXXXX is a routing code that will be supplied at the time of your INFOCEN PASSWORD.

(4) If you make a typing error when entering "IAFV4" you will receive an error message and a request for "USERNAME" Respond thus:

IAFV4;XXXXXX

If you make a typing error when entering XXXXXX you will receive an error message and a request for PASSWORD. Respond with:

XXXXXX

(5) The computer will print out a few identification numbers and say: "WAFB is on-line". Enter RETURN once more to obtain the USERNAME prompt, if it doesn't appear automatically, from the DAVIS computer at Wright-Patterson AFB. With some terminals operating at 300 baud, it may be necessary to enter several RETURNS before the DAVIS computer issues the USERNAME prompt. You are now ready to log into the DAVIS system.

b. AUTOVON. You should only use the AUTOVON if you do not have access to a local TYMNET line. Remember, however, that when using AUTOVON, you run the risk of: (1) being preempted, and; (2) encountering unusual line noise which may interfere with your communication with the computer. Unlike TYMNET, there are no long log-in procedures to follow; your AUTOVON call goes directly to the computer.

(1) To contact the computer by AUTOVON, consult your Component AV Manager for the number to dial.

(2) After receiving the carrier tone and placing the handset in the acoustic coupler, or depressing the appropriate button on the modem, enter RETURN twice and the computer will respond:

USERNAME:

(3) You are now connected with the VAX 11/780 computer, and ready to log into the DAVIS.

c. DEFENSE DATA NETWORK (DDN). Contact INFOCEN (AV 785-6175) for instructions and a password.

2. Logging Into DAVIS. There are two names which identify you to the computer, the first is the USERNAME and the second, the PASSWORD. The USERNAME is a name which the computer will recognize but does not allow you to complete the log-in procedure

unless you also enter the correct PASSWORD. The PASSWORD is a unique word or letter group which you should not share with others unless specifically authorized to do so. (Note: to obtain USERNAME and PASSWORD, see page 1-3, paragraph D1.)

Let's suppose your USERNAME is JONES and your PASSWORD, COCONUT; you would do the following to log in:

USERNAME: JONES (Don't forget to "send" by entering RETURN)

PASSWORD: COCONUT

The computer will respond with:

WELCOME TO THE INFOCEN SYSTEM 4 - VAX/VMS 3.0

After successfully logging in, an announcement informing you of a message (referred to as Infomail), may be made. This announcement can also come at any time while you are connected to the computer. It will not interfere with whatever you are doing or the processing of your request. (See Chapter 7 for a complete description of Infomail.)

At this point you are logged into the computer. Next you will receive a message requesting your terminal type.

ENTER TERMINAL TYPE: VT100

We have used a VT100 here because it is the most prevalent terminal type. If you are not sure of the type of terminal you have, consult with your computer representative. If you simply enter RETURN instead of entering a type, you will receive a list of the terminal-type options which the computer recognizes. Enter the appropriate code.

You will now receive the menu prompt:

ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU:

If you have no idea of what you want to do, go ahead and enter RETURN to see the selections which are available. This guide will discuss only the BASIS and the MAIL options. If you already know what you want to do, simply enter the function selection and enter RETURN. Execution will be automatic from this point.

Occasionally, the computer, or TYMNET, will drop (disconnect) a user before the terminal session is complete. On a query-type

session no damage, other than loss of data sets, occurs. The solution to the problem is to begin the process again. In an editing or data-entry session, nonexperienced operators should contact INFOCEN for recovery guidance (see p. 1-3).

3. Logging Out. It is absolutely necessary to log out of the computer. If you do not, you may have difficulty in logging in again. Logging out of the computer is considerably simpler than logging in. All you need do is exit the routine you are in, using its standard exit commands, and get back to the menu prompt. At the menu prompt, enter LO and you will be logged out. If you are using the phone, now you may hang it up. If you were on a direct line, you may need to log out of a second computer, but that will be told to you on the screen.

CHAPTER 3

CONDUCTING SEARCHES

A. DATA BASE ORGANIZATION

The data base is not unlike an electronic file cabinet. The data base is divided into records, each of which is a "document," a DD Form 1995-2 in the case of the Products file, or a DD Form 2054/1 and /2 in the case of the Facilities file. Each record is composed of fields. These fields are analagous to the blanks on the forms they represent. A field may contain a date, alphanumeric information or an integer number. The fields in DAVIS have the same names as their corresponding blanks on the DD Forms 1995-2 or 2054. They will be preceded by an "I" if the field is an alpha field and by an "R" if it is numeric. For example:

DD Form 1995-2 Item Name	DAVIS Field Name
2c	I2c
4A	I4A
10A	R10A
17A	R17A

(NOTE: In each data base, there are some fields which are not part of the form that is represented by the records. These fields are used for searching and administrative purposes. There are also "mapped" fields. These are special fields which are really a combination of other fields to make searching or displaying information faster. These fields are outlined in Chapter 5).

B. ACCESSING

After you have logged into the computer and selected the BASIS option from the menu, (see Chapter 2, Section B) you will be asked to give the identification for the data base you wish to use. (For the purpose of this guide, we will show examples of searches using the Products data base (D201).)

The proper way to specify the complete Products data base ID is:

D201, ID=PRODUCTS

The computer will log you into BASIS if you spell everything correctly. In place of PRODUCTS, you may use any Service specifier such as NAVY, AIRFORCE, ARMY, OR MARINE. This will give you access to only the files which are identified for those specific Services.

That is:

For the entire current and obsolete Products file, enter:

D201,ID=PRODUCTS

For the current Army Products only, enter:

D201,ID=ARMY

For the current Air Force Products only, enter:

D201,ID=AIRFORCE

For the current Navy Products only, enter:

D201,ID=NAVY

For the current Defense Products only, enter:

D201,ID=DEFENSE

For the current Marine Corps Products only, enter:

D201,ID=MARINE

The computer will now respond:

BASIS DATA BASE 201 IS ONLINE
LAST UPDATE WAS 820801 at 233521

Now that you are logged into BASIS, you will see the standard BASIS "1/" prompt. All commands in BASIS will be entered at that prompt. Actually, the slash is the prompt, the number is the line number you are on. This number will become very important later. It is really the document set number, identifying a set of documents (DD Forms 1995-2 or 2054/1 and /2). Thus, since every command you enter will not always create a new document, the number will not always advance on a new line. Whenever you see a number followed by a slash (1/) you will know that: (1) you are in the BASIS module; (2) you are being asked to enter your next command; and (3) it is the number of your current document set.

C. The FIND Command

Entering FIND allows you to select one or more records that have a specific characteristic. You may use FIND to locate one document by its accession number or by one unique item for that document. Or you may define a particular characteristic and use FIND to gather a collection of documents which share that characteristic.

1. Accession Number Search. Each record or document in a BASIS data base has one field that is unique to that record. It is the key field and is called the accession number, or RACNUM. No two records may contain the same RACNUM. This number is very important for reference purposes. To find a document with a known RACNUM, the entry would look like this:

Response: 1/ FIND RACNUM=107612
 1 1/RACNUM=107612

As you can see, the computer response tells you there is one document meeting that criteria, and that a document set has been created. The characteristics of that document set are:

1. It is set number one.
2. It consists of all the documents where RACNUM equals 107612 (one DD Form 1995-2, of course).

Since the RACNUM is probably the only single unique field in a DD Form 1995-2, it is the one to use when searching for a single document.

2. Subject Search. Usually, you will want to assemble a document set with one or more characteristics in common. For example: Suppose you need all the products with the word "Planet" in the title, your FIND would be like this (using the field I2A as an example):

2/ FIND I2A=PLANET
 28 2/I2A=PLANET

There are apparently 28 products with "Planet" in the full title (I2A) field. You have assembled those products into a document set, set number two. (The ANY search requires the user to search for both the singular and plural forms of the search term.)

Note: In this guide, the terms "products" and "productions" are used interchangeably.

If you wanted a set of only the products with the words "Planet" and "Earth" in the title you would structure the FIND thus:

```
3/ FIND I2A=(PLANET AND EARTH)
   28    3/I2A=PLANET
   37    4/I2A=EARTH
   11    5/I2A=(PLANET AND EARTH)
```

You have created three document sets here. The computer had to perform a logical operation; first, it had to find all the products with the word "Planet" in the title, then all the products with the word "Earth"; and then it had to find, from those two sets, how many contained both words. This feature is particularly useful if you are searching for, say, a title to a film. The computer can search only one word at a time; so the logical operators make it possible to search for many words. If you are searching for more than one word in a given field, you must use parentheses around the words and their logical operators. There are two other logical operators, we will illustrate them both.

```
6/ FIND I2A=(BATTLESHIP OR DESTROYER)
   28    6/I2A=BATTLESHIP
   12    7/I2A=DESTROYER
   34    8/I2A=(BATTLESHIP OR DESTROYER)
```

Here, we have a document set containing all the productions with either "battleship" or "destroyer." (Special Note: In the above search, why is not the "answer" to the number of records containing "battleship or destroyer" equal to 40, since there are 28 records with "battleship" and 12 with "destroyer"? Because in some of the records both words were present, and the computer recognizes this as an "AND" situation, which very literally does not "count" for an "OR" search. If you understand this BASIS characteristic, you will be an expert in conducting "AND" and "OR" searches!)

Certain characters are not allowed in a normal FIND statement; the comma, for example. Suppose you are looking for the film title "20,000 Volts Under the Hood." FIND I2A = 20,000 will cause an error message to appear because of the comma in the number. To force the computer to accept this, enclose the statement using 20,000 in double quotation marks. The full statement would look like this:

```
7/ FIND I2A = ("20,000" AND VOLTS AND UNDER AND HOOD)
```

The quotes are used to enclose a literal; that is, something we want the computer to accept without question.

In addition to the "AND" and "OR" we can use "AND NOT" for searches:

```
9/ FIND I2A=(AIRCRAFT AND NOT MAINTENANCE)
 28      9/I2A=AIRCRAFT
  9      10/I2A=MAINTENANCE
 19      11/I2A=(AIRCRAFT AND NOT MAINTENANCE)
```

Here, we have a document set with all products having "aircraft" but not "maintenance" in the title.

3. ANY Search. If you don't know which field a word might be in, you can search all of the fields in the entire document. However, this is an intensive use of computer resources and should be done only as a last resort. This search, known as the ANY search, uses the computer asterisk to signify "find in any field." For example:

```
12/ FIND *=(RADAR AND NIGHT AND AIRCRAFT)
 1147 12/*=RADAR
 9201 13/*=NIGHT
 11421 14/*=AIRCRAFT
  33   15/*=(RADAR AND NIGHT AND AIRCRAFT)
```

We have found a document set with 33 members that has the above terms somewhere in them. When we get to the next section, we will see how to list them to find the one(s) we want.

We may combine different fields in a search like this:

```
16/ FIND *=(AIRCRAFT AND CARRIER) AND I15=HISTORICAL
 11421 16/*=AIRCRAFT
  995   17/*=CARRIER
 1350   18/I15=HISTORICAL
  18    19/*=(AIRCRAFT AND CARRIER) AND I15=HISTORICAL
```

As you can see, a FIND statement could be very long indeed. If any BASIS statement must be more than one line long, be sure to enter a plus sign (+) at the end of the first line so the computer will know you have more to say. Place a space prior to the "+" sign. After the "+" enter RETURN, and the computer will prompt you to continue with your command.

Also note: The ANY search will not depluralize. For example:

```
20/ FIND *=BELT will find 85 answers,
```

however the search

```
21/ FIND *=BELTS will not find any answers.
```

As a result, if you want to use the ANY search, you must depluralize all words to be sure of an accurate search. Before using an ANY search, consider using an appropriate mapped field. (See Chapter 5, Section A) If you use a field name "subject" you will search all the title fields, the descriptor fields and the synopsis field.

4. Range Search. You may also do a search on a range of numbers. This means you may search a field that has numeric information for all documents having numbers meeting your conditions. Here is an example:

```
22/ FIND RACNUM GT 1000000
    18225 20/RACNUM GT 1000000
```

The computer demands that we use an "R" instead of an "I" at the beginning of a field identification code if we are doing a range search or the field being searched is numeric. In our example, we found all RACNUMs greater than one million. There are other options that can be used in place of the "GT" (greater than):

LT--less than; i.e., RACNUM LT 100000
GT--greater than (see example above)
LE--less than or equal to
GE--greater than or equal to
EQ or ==--equal to
: or /--search between two numbers; i.e., RACNUM 200000/400000

Remember, you can only do range searches on fields which contain numeric information.

5. Stem or Root Word Searches. Upon occasion, you will want to look for word variations on specific words or terms. When stem searching, you must enter the stem or the root word of your search term followed by an asterisk(*). For example:

```
21/ FIND I2A=TRANSPORT*
    59 1/I2A=TRANSPORT (8 Terms Combined)
```

You cannot use the asterisk (*) at the beginning of a stem (i.e., *PORTABLE). The computer will not allow a "wild card" character in front of a stem.

6. SORT Command. There will be times when you would like a list of documents to be sorted by one or another field before you DISPLAY or PRINT them. The documents in a document set are sorted by the RACNUM automatically when the set is formed. However, by using SORT, you may rearrange the list as you choose.

You must specify the number of the document set you wish to sort. The result will be a new document set. You may do a one, two, or multilevel sort. This means you may sort by one field, and then another field within the first and so on. Here is an example:

```
1/  FIND I2A=PLANET
    28      1/I2A=PLANET
2/  SORT=1,I2A
    28      2/I2A=PLANET SORT=I2A
```

Here we found a document set of 28 items and sorted that list by the I2A, or title field. Notice that we formed a new document set which specified not only the original find, but gave the SORT specification as well. We could have given more than one item on which to sort by simply listing the fields separated with commas. "SORT=..." may be entered as SORT if the sort is to operate on the last listed document set.

7. Set Combinations. If you have sorted two or more FINDs and now see that you need to combine their results, you may do this in one of three ways:

a. With AND--The resulting set will have records which contain the elements of both of the document sets. It will be the same as though we had used a single FIND command with an AND in it. For example:

```
1/  FIND *=SPACE
    435      1/ *=SPACE
2/  FIND *=TRAVEL
    720      2/ *=TRAVEL
3/  (1 and 2)
```

Document set number three now contains all of the records containing "space" and "travel" in the same document.

b. With OR--The set resulting from sorting with OR will contain all of the elements in either set. For example:

3/ (1 OR 2)

Now, the created document has all documents containing either "space" or "travel," even if they are not related.

c. With AND NOT--Again, this will operate the same as though you had used a FIND command with the AND NOT operator. The document set which will result from two sets being combined with AND NOT will have all of the elements of the first set which do not contain elements of the second set. For example: using the sets we created above:

3/ (1 AND NOT 2)

The document set resulting from this will have all of the records containing "space" but none of the records containing "travel" in the same document.

D. SAVING DOCUMENT SETS

A document set is what was formed when FIND was entered. The numbered lines indicate the identifying numbers of the document sets they contain. The document set created with a line number of 20 will remain number 20 throughout the BASIS session. It will, of course, be lost when BASIS is left intentionally or accidentally. This is usually desirable, but there will be times when a document set needs to be saved.

To save a particular document set you must take notice of its set or line number. Use the following example is a guide for saving a document set.

21/ DOCSET SAVE 11 AIR/HELICOPTER RESCUE
11/ I2A=AIR/HELICOPTER AND RESCUE
ALL SETS SAVED

Let's dissect that DOCSET command. The "SAVE" portion allows us to save this document set permanently. The "11" in the line indicates the line number of the document set we are saving. The first word "AIR" is the name of the document set, and we will use this name to recall the set later. The words after "AIR" are a description used only for reference. Be sure to include the spaces exactly as they are in the example. The name may only be one unbroken string 30 characters long; you may, however use periods instead of spaces to separate words.

To retrieve your stored document set:

1/ DOCSET GET AIR
ALL SETS RETRIEVED

If you forget the name of your DOCSET, or have several and want a list, use the DOCSET SHOW command at the prompt. You will be given a list of all stored document sets with their names and descriptions. When you no longer need a DOCSET, use this command to delete it:

7/ DOCSET DELETE AIR
ALL SETS DELETED

Document sets may be stored for as long as you need them. However, you should delete a DOCSET if you no longer need it. Your computer account has a limit on storage space; so it is a good idea to be judicious with permanent storage.

E. UNIVERSES

A universe is the complete set of all documents to be searched. If you entered the data base under ID=AIRFORCE, the universe is all current Air Force films. If you entered under ID=PRODUCTS, the universe is the entire products data base. It is possible to change the universe at any time. Suppose you want to do several searches in the files where field R15D has an historical date. You could type in that qualifier on every FIND command you enter but there is a simple alternative. The SET UNIVERSE command limits the documents FIND can search.

4/ FIND R15D GT 0
1425 4/R15D GT 0

5/ SET UNIVERSE=4 or SET UNIVERSE ON

The universe is now equal to the set in line four. This means that all future FIND commands will search only the set of documents where R15D has an historical date. To return to the full universe of the data base, use this:

5/ SET UNIVERSE/OFF

F. SEARCH PROFILES

A search profile is a way of storing sets of BASIS commands you frequently use. For example, you may be requested several

times a week to FIND a word or words, and then display the same set of fields. You may write a PROFILE which has the commands within it. Execute that PROFILE, and the commands will be performed just as though you had typed them in. The major difference in a PROFILE program and your entering the commands in the normal manner is that, in the PROFILE, you may be asked for variables. This means that each time you run the PROFILE, you will be able to insert different search information in it, to account for your changing needs. If you didn't have a variable in the FIND command, every time you ran the PROFILE, you would be searching for the same words. Using a variable will allow you to give the FIND command different parameters for which to search every time the PROFILE is executed.

Here are the steps in writing a PROFILE. We will explain as we go along.

1/ PROFILE MAKE TEST1

END ADD WITH =

100=

The MAKE command tells the computer you want to write a PROFILE. The word "TEST1" after the MAKE is the name of that PROFILE, you will use this name when it is time to execute the PROFILE.

BASIS informs you that you must end the addition of lines to the PROFILE with the "=" symbol. You will notice the next thing is the "100=." This is the beginning line number. Each line of a PROFILE has a number. It is automatically assigned and a new one will appear as soon as you press RETURN after entering a line. To end the line numbering process (which is called the ADD mode), enter an "=".

100=FIND *=[SEARCH WORDS]
110=DISPLAY RACNUM,R1A,I2A,I7,I8A FOR ALL
120=
==> EXIT

We have now entered a simple PROFILE. The part of the FIND command, "[SEARCH WORDS]" established a variable. When you run the PROFILE, the computer will ask for that variable. You will be prompted with whatever text is inside the brackets, so running this PROFILE will result in a prompt of "SEARCH WORDS?" For this PROFILE, you would enter the word or words you wanted to search for, with appropriate brackets if there were more than one word.

We entered a "=" when we had no more statements to enter and the profile program gave us a "==" prompt. This prompt means that we may edit our little program or, using the EXIT, we may return to normal BASIS operation.

Suppose we had made a mistake in one of our statements. At the ==> prompt, we could have typed the line number of the incorrect line and reentered it like this:

```
==> 110=DISPLAY RACNUM,R1A,I2A,I7,I8A,I16B FOR ALL
```

The newly entered line replaces the former line number 110. If you have made several changes, you may want to see the corrected profile.

At the ==> prompt type LIST to get a complete listing. To delete a line in the profile, type DELETE, a space, and the line number.

After the profile looks correct to you, EXIT it and execute it. Do this by typing PROFILE EXECUTE, or profile X like this:

```
2/ PROFILE X TEST1  
   PARAMETERS TO BE SATISFIED  
   SEARCH WORDS?
```

The computer is prompting you to enter the variables that the FIND command will use in its search prior to the DISPLAY. You would enter the words and press RETURN. The computer will then proceed through the statements as though you were actually typing them. You will see the commands appear on the screen and their execution. Since, in our profile, there is a DISPLAY command, you will receive all of the displayed material. If you want to save it, turn on your printer when you see the DISPLAY begin to be executed on the screen.

To get a list of all the profiles you have saved with their names, enter:

```
5/ PROFILE SHOW
```

When you no longer need a profile, you should delete it by typing:

```
6/ PROFILE DELETE TEST1
```


Any profiles you save in your account are your own. Nobody can get to them unless they log into the system entering your USERNAME and PASSWORD. However, there are systemwide profiles that everybody can access. The ones of interest to you are A, B, C, D, and E.

To execute them you enter any of the following:

/A /B /C /D /E

The "A" profile gives access to all the active documents with the NAC files left out. There are several thousand NAC films listed in the data base which you may not want to see. Profiles "A" through "D" automatically exclude them.

The "B" profile gives just the obsolete files, defined by the I15 field being equal to "obsolete."

The "C" profile gives just the canceled products. (These productions were canceled during the production phase before completion. Only the current and previous fiscal year's cancellations are maintained.)

The "D" profile gives all: active, obsolete, and canceled files included in "A," "B," and "C," above.

The "E" profile selection includes NAC documents along with all active, obsolete and canceled products. This profile is most often used with the individual service files (Army, Navy, Air Force, etc.) when it is desired to include obsolete and canceled productions.

NOTE: When using these profiles, the search will be performed on the following fields only:

TITLE, SUB-TITLE, SERIES TITLE and WORKING TITLE.
SUBJECT INDEX (Descriptors)
SYNOPSIS

Proficiency in DAVIS use exceeds the limited search capabilities of the user friendly profiles.*

There are three other profiles which offer more flexibility. They are named /ACTIVE, /OBSOLETE and /CANCELLED. While the /A, /B, /C, /D, and /E profiles perform the FIND command for you,

*Their use is discouraged if the user has basic knowledge of constructing BASIS FIND commands.

these profiles simply set up the universe in whatever data base you are in. In searching, if you do not specify fields, the search will automatically be global (everything). To gain access back to the entire data base after using these profiles, enter:

SET UNIVERSE OFF

G. RESTART Command

The RESTART command allows you to leave and reenter the data base with one command. The reason you would use this is to get from one portion of the data base to another. If, for example, you were logged into BASIS using ID=NAVY and you wanted to switch to ARMY, you would use the RESTART command like this:

3/ RESTART D201,ID=ARMY

You will receive the messages indicating you have successfully entered the Army file. If you enter RESTART without following it with any data base specifications, you will be prompted for them after you enter RETURN. Executing the RESTART command cancels any universes you have established and wipes out all of your document sets. If you need to save them, use the DOCSET SAVE command before you restart BASIS.

CHAPTER 4

DISPLAYING ANSWERS

A. DISPLAY Command

The DISPLAY command permits viewing the material accumulated into document sets using the FIND command. DISPLAY is very versatile. With it you can print out entire documents or any specific combination of fields. You may do this for all documents in a document set or any number of them. You may also reference a document set formed earlier in your BASIS session.

In our first example, we will find a document by its RACNUM; then display all of it. The display works on the screen of your video terminal. If you need a printout, simply turn on your printer and it will copy what is on the screen.

```
1/  FIND  RACNUM=8643
    1      1/RACNUM=8643
```

```
2/  DISPLAY ALL FOR ALL
```

```
ITEM 1
(RFILE) FILE NUMBER:           024
(RACNUM) ACCESSION NUMBER:      8643
(IDTUPD) DATE OF LAST UPDATE:   83/01/28
(ISPEC) AUDIT TRAIL:            GOSE
(and on to the end of the 1995-2)
```

Let's look at that DISPLAY statement. The first "ALL" told the computer you wanted all fields that contain information to be printed out. In its place, we could have specified only certain fields to be printed out. The "FOR ALL" indicates for how many documents in the set we want the requested information. In this example, there was only one document, so "FOR ALL" meant only one. However, if there had been one hundred documents in the set, we would have gotten an entire DD Form 1995-2 listing for all one hundred documents.

This is an example of selecting certain fields and documents within a set:

```
1/  FIND I2A=TANK
    278  1/I2A=TANK
```

```
2/  DISPLAY RACNUM,I2A FOR 2,14,27
```

ITEM 2

ACCESSION NUMBER	10958
FULL TITLE	TANK WARFARE, HISTORY OF

ITEM 14

ACCESSION NUMBER	113421
FULL TITLE	FAMOUS TANK BATTLES, THE

ITEM 27

ACCESSION NUMBER	115768
FULL TITLE	LOGISTICS OF TANK WARFARE

There are other options for the "FOR" part of the command; they are:

"-" The hyphen is for a group of records, such as 21-25 or 3-12.

"," Use the comma to separate individual record numbers to be displayed (do not space).

"ALL" Will display the entire document set.

In addition, you may DISPLAY information from a previously formed document set by using its line number, like this:

4/ DISPLAY=1 RACNUM,I2A,I7,I8A FOR ALL

The computer will reach back, get the set formed on line 1, and print the requested fields for the entire set.

B. PRINT Command

Many times you will want a printout of the displayed material. If you have a printer attached to your terminal, this is simple. This printer will only print as fast as the screen does, however, and a large number of items could keep it tied up for hours. There is another option. You can have the material printed out at the computer site and mailed to you. This is very fast printing and the mail can reach you in very short order, especially if you print it out on the Remote Job Entry (RJE) nearest you.

The format for the PRINT command is exactly the same as for the DISPLAY:

4/ PRINT=5 RACNUM,I1D,I2A,R5D1,I7,I16A FOR 1-250

Of course, the folks at the computer center need to know where to send the printout. You tell them via the ROUTE command. After you have issued the PRINT command, and the BASIS prompt appears on the screen (it will take a couple of minutes if there is a long printout), type the ROUTE command and your address. Use colons to separate lines in the address, and a plus sign if you need more than one line. Example:

11/ PRINT ALL FOR ALL

Print Job 821125-10032 entered on print queue

11/ ROUTE DIRECTORATE FOR AUDIOVISUAL POLICY:1735 NORTH
LYNN STREET:ARLINGTON+
ROUTE... VA 22209-2086

Your address is so important you will be asked for it when you log out of BASIS if you forget to give it here. You might be tempted to wait until logging off to give your address, but if, for some reason, you were accidentally disconnected from the computer, the printout would never receive an address and you wouldn't receive it. After you have entered your address, you will be asked if it is correct; if it is, type "yes", if not, say "no" and the computer will allow you to reenter it.

C. REPORT DISPLAY

There are times when you may want certain information from document sets displayed in a tabular form. The normal DISPLAY command does not do this. However, the REPORT DISPLAY does. You may list several fields in columnar format, as long as the total length does not exceed your screen width. In other words, you may only display about 77 characters of information, unless you specified a width of up to 132 characters when you logged in.

The FORMAT DISPLAY is a fairly complex command; we shall take it in sections. The basic command format is like this:

REPORT DISPLAY FIELD QUALIFIER/FIELD QUALIFIER/... END NUMBER

The "fields" are just the same as they would be for a normal display. The qualifiers allow you to change the width of a column to accommodate a wide field, and to place headings at the top of the columns. The ending qualifiers allow you to number the entire list or to choose a different document set than the one created just before the REPORT DISPLAY. Here is a full-blown

example. Remember, if a command is too long for one line, use a "+" at the end of the line and the computer will allow you to continue the command on the next line.

4/REPORT DISPLAY RACNUM,I2A W=55 H="TITLE" END NUMBER
LINE=1

In the example, we want to display the accession number and full title fields in a tabular format. We have not reset the width of the column to contain the accession number because the default width is ten. We have had to widen the column for the full title, however, as ten just isn't large enough for most titles.

Note that the reverse slash is used to set the qualifiers for each individual field. The only two options you will use are the "W=" and the "H=". These set the width and give text to the heading of a column. Be sure to include the text for a column heading in quotes as in the example.

If we were going to do a REPORT DISPLAY on the last created document set, we would not need the "LINE=1" portion. In this example, the "1" is a document set or line number. You could use any document set number which had been created earlier. The "NUMBER" option will cause the computer to number each line of the tabular output starting with one. If you use either or both of these ending qualifier options, you must use the "END" part of the command. If you do not use any ending options, you may omit the END as well. Here is an example where there are no ending qualifiers:

7/ REPORT DISPLAY R1D W=15,R5J W=4,I2A W=55

Here, we reset the width for R1D because it may be longer than ten, we narrowed the R5J column, for it represents numbers of copies, and there is no need to have excess space between columns. Remember, you are limited to the width of your screen, about 77 characters (except as noted earlier) including 2 spaces between each column so do not ask for a total width of more than this. Here is another example with some output:

/ REPORT DISPLAY RACNUM W=7,R1D,R1A,R1OE END LINE=6

	R1D INTERN	R1A SAVPIN	R1OE CATAL
21932	SFP 1718	21932	75/05/01
26200	SFP 0500	26200	75/05/01
26210	SFP 0510	26210	75/05/01

26215	SFP 0515	26215	75/05/01
26255	SFP 0695	26255	75/05/01
38870	ISD C6-071	38870	77/10/25
39538	TS 0774	39538	77/10/21

IMPORTANT NOTE: When the report display is finished, you will remain in the "REPORT" mode. To exit this, simply type BASIS at the "/" prompt.

D. LIST Command

The LIST command instructs the computer to print a list of all the document sets you have created this BASIS session. Each set will be listed with its line number and the specific portion of the FIND statement that formed it, like this:

```

7/  LIST
    1  1/  RACNUM=10761
    37 2/  (I2A=C-130 AND MAINTENANCE)
   1147 3/  I15A=CURRENT

```

If you forget which document sets you have created, this can be most useful. After you have the document set numbers, you may use them to form universes, combine sets or in displays or prints.

E. QUIT Command

When you are finished doing your work in BASIS, simply type QUIT at the BASIS prompt. QUIT will return you to your host computer's menu where you may choose to logout of the computer (see Chapter 2, Section B) or perform another menu function.

CHAPTER 5

DAVIS FILES

A. PRODUCTS FILE (D201)

The Products File (D201) consists of over 75,000 records in the format of the DD Form 1995-2, "DoD Audiovisual Production Report" (Appendix A), each record representing a separate AV production.

1. Mapped Fields. For each record (DD Form 1995-2) there are over 200 fields. A number of these fields are only used by the National Audiovisual Agency (NAC) which shares the Products File (See Chapter 5, Section C). There are also many mapped fields. A mapped field is a special field which refers to several fields with one name. This is done to save you time in searching and displaying information.

If, for example, you wish to search all three title fields, you do not need to enter `FIND I2A=OCEAN AND I2B=OCEAN AND I2C=OCEAN`. Since, as you can see from the list below, I2 is a mapped field for all three title fields, you can simply say, `FIND I2=OCEAN` and you will automatically search all of the title fields.

When performing a search against a mapped prefix, there is a difference between `FIND MAP="JOHN DOE"` and `FIND MAP=(JOHN AND DOE)`. In the first case, a hit will occur only if one of the fields being mapped actually contains both JOHN and DOE. In the second case, a hit will occur if one of the fields being mapped contains the term JOHN and another field in the same document contains the term DOE. Obviously, the second example will always contain hits that are equal to or greater than the first example.

The same thing applies for a DISPLAY or PRINT. You may use a mapped field name to save having to type the names of many fields you want displayed or printed. Following is the listing of mapped fields:

MAPPED FIELD	EQUIVALENT TO
I1	R1A,I1B,R1C,I1D,I1E
I2	I2A,I2B,I2C,
I3	I3A,I3B,I3C,I3D1,I3D2,I3E
I4	I4A,I4B,I4C,I4D

I5D	R5D1, R5D2
I5D1M	5ED1, 5FD1, 5GD1, 5HD1, 5ID1
R5D2M	5ED2, 5FD2, 5GD2, 5HD2, 5ID2
I5D3M	5ED3, 5FD3, 5GD3, 5HD3, 5ID3
I5E	I5EP, I5ED1, I5ED2, I5ED3
I5F	I5FP, I5FD1, I5FD2, I5FD3
I5G	I5GD1, I5GD2, I5GD3
I5M	I5D1, I5D2, I5EP, I5ED1, I5ED2, I5ED3, I5FP, I5FD1, I5FD2, I5FD3, I5GD1, I5GD2, I5GD3, I5HD1, I5HD2, I5HD3, I5ID1, I5ID2, I5ID3
I5H	I5HD1, I5HD2, I5HD3
I5I	I5ID1, I5ID2, I5ID3
I5P	I5EP, I5FP
DIST	I1A, I1D, I2A, I5ED1, I7, I15
SUBJECT	I2A, I2B, I2C, I6B1, I6B2, I6B3, I6B4, I6B5, I7
I6	I6A1, I6A2, I6A3, I6B1, I6B2, I6B3, I6B4, I6B5
I6A	I6A1, I6A2, I6A3
I6B	I6B1, I6B2, I6B3, I6B4, I6B5
I8	I8A, I8B
I9	I9A, I9B
I10	I10B, I10B1, I10B2, I10B3
I10D	I10D1, I10D2, I10D3, I10D4, I10D5, I10D6
I12	I12A1, I12A2, I12B1, I12B2, I12C1, I12C2
I13	I13A1, I13A2, I13B1, I13B2
I13A	I13A1, I13A2
I13B	I13B1, I13B2
I15M	I15, I15D, I15E1, I15E2, I15E3
I16	I16A, I16B
I16C	I16C1, I16C2, I16C3, I16C4, I16C5, I16C6
I17	I17A, I17B, I17C, I17D, I17E, I17F, I17G, I17H I17I, I17J, I17K
SPECIAL	RACNUM, I1E, I1A, I1B, I10G, I10C, I10D4, I2A, I7 I13A1, I13A2

2. Entering Data in the Products File (D201)

Mandatory Fields. In order to update or input new records into the Products File (D201), the following DD Form 1995-2 fields must be completed:

	RACNUM
	1A. SAVPIN
	1B. Original Component Digraph
	1E. Reporting Agency Digraph
2A. or	2C. Title or Working Title
	3A. Security Classification
5A. 5B. or	5C. Category

- 5D1. or 5D2. Length
- 6A1. Field Group Code
- 6B1. Descriptors
- 7. Synopsis
- 8A. Primary Objective
- 9A. Target Audience
- 10A. Production Approval Date
- 16C1. Search Number

Unless data are placed in all of the above fields, the record will not be accepted by the computer for update.

B. OBSOLETE FILE

This file, also a part of Products File (D201), contains all those products that have been declared obsolete. If you cannot locate a production in the current file, you should always check the obsolete files to ascertain if the product you seek has been declared obsolete and is no longer available for use. The information contained within this file is also obtained from and in the format of the DD Form 1995-2 for each audiovisual production within the DoD inventory.

There are a number of different ways to access the obsolete files (i.e. individual services or products):

1. Once you have completed the log-in procedures and reach the point where the computer asks:

ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU:

You enter:

BASIS or BA

Once you receive the prompt (/), select and enter one of the following:

For the Army Obsolete File, enter:

D201,ID=OARMY

For the Air Force Obsolete File, enter:

D201,ID=OAIRFORCE

For the Navy Obsolete File, enter:

D201, ID=ONAVY

For the Defense Obsolete File, enter:

D201, ID=ODEFENSE

2. An easier method is simply by using the universal profile /OBSOLETE with whatever data base you are currently searching. /OBSOLETE keys a system wide profile that gives just the obsolete files, in the field defined. Searches in the obsolete file are performed in the same manner as searches of the current products file. To return to the entire Products File, enter at the next available prompt:

SET UNIVERSE OFF

C. NATIONAL AUDIOVISUAL CENTER PRODUCTS FILE

The National Audiovisual Center (NAC) File is used to retrieve information on all Government audiovisual productions that are available for sale or rent to the public. This file is also a part of Products File (D201). In fact, the NAC products will appear as part of the Products File unless one of the standard profiles /A, /B, /C or /D is used. (See the discussion in Chapter 3, Section F, of universal profiles which exclude the NAC records.) You gain access to only the NAC File by entering D201, ID=NAC after logging into the computer and entering the Function code "BASIS," and receiving the "/" prompt. While similar in general data, the NAC fields do not conform to the DD Form 1995-2 in format.

D. FACILITIES FILE (D202)

The Facilities File (D202) is used to retrieve information on authorized audiovisual activities. The information contained within the file is obtained from and in the format of DD Form 2054, "Audiovisual Annual Report," for each individual authorized audiovisual activity.

The Facilities File data base contains the following files:

Component	ID FY 82	ID FY 83	ID FY 84
Air Force	DFFAC	DFFAC83	DFFAC84
Army	DAFAC	DAFAC83	DAFAC84

DoD	DDFAC	DDFAC83	DDFAC84
USMC	DMFAC	DMFAC83	DMFAC84
Navy	DNFAC	DNFAC83	DNFAC84

NOTE: Each year will be identified by the year being appended to the file name.

You cannot access the Facilities File and Products File data bases with the same USERNAME and PASSWORD. You must have a different USERNAME and PASSWORD to access each. Once you have completed the log-in procedures as explained in Chapter 2, Section B, and reach the point where the computer asks:

ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU:

1. You enter:

BASIS or BA

2. The computer will respond:

BASIS DBMS RELEASE I - PRODUCTION SYSTEM
PLEASE ENTER THE SPECIFICATION FOR THE DATA BASE YOU
WISH TO USE /

3. Beside the Prompt (/), select and enter one of the following:

a. For the FY 83 Year Army Facility File, enter:

D202,ID=DAFAC83,PW=(enter password*)

b. For the F82 Year Army Facility File, enter:

D202,ID=DAFAC,PW=(enter password*)

*Note: Each of the Services has been assigned a BASIS ID and PASSWORD that will allow them access only to that Service. A PASSWORD must be entered to gain entry to the data base. PASSWORDS are issued only by the Component AV Management Offices.

4. The computer will respond:

BASIS DATA BASE 202 IS ON LINE
LAST UPDATE WAS 840516 AT 233521
1/

All search and display procedures described in Chapters 3 and 4 also apply to the Facilities File (D202). Each block on the DD Form 2054/1 and /2 has an assigned field number. These field numbers may be derived by placing an "I" (or "R" for number field/ range searches) preceding each numbered block on the DD Form 2054/1 and /2.

E. DESCRIPTOR FILE (D207)

A subject category list specifically prepared for DoD audio-visual productions has been published which provides a standard set of vocabulary terms used to describe audiovisual materials and to group or index such materials in a common DoD audiovisual catalog.

The Subject Category List is organized around 21 basic fields, from Aeronautics through Space Technology, from Biological and Medical Sciences through Military Sciences and Nuclear Technology. Each field in turn is broken down into more specific "groups" with a corresponding "scope note" as needed which amplifies and describes the content or "scope" of subject coverage. Each group in turn consists of a set of specific controlled descriptors, which by its placement within the groups, defines its meaning and relationship to other terms.

The fields, groups, and controlled descriptors are mandatory entries on the DD Form 1995-2 (Fields 6A1-3 and 6B1-5), and are published in the Catalog of DoD Audiovisual Productions, DoD 5040.2-C. The Descriptors are on-line in D207, and they and the corresponding field and group codes may be easily reviewed by using an available "friendly profile."

Once you have completed the log-in procedures and are in the BASIS function, enter the following after the / prompt:

/D207,ID=DESCINDX (Do NOT re-enter the slash (/))

The computer will respond that data base 207 is on-line and will suggest that the user friendly profile (/ASSIST) be used. Here is an example of this profile:

1/ /ASSIST (NOTE the second slash)

THE FOLLOWING ARE PARAMETERS TO BE SATISFIED ENTER DESCRIPTOR
DESIRED: AIRCRAFT

In the above example, after entering /ASSIST, the computer

asked for a desired or proposed Descriptor to be searched, and the word AIRCRAFT was entered. To illustrate the response from this search, the first 10 of 98 answers are as follows:

FIELD/GROUP:	DESCRIPTOR
A/03	AIRCRAFT
R/01	AIRCRAFT AMMUNITION
R/05	AIRCRAFT ARMAMENT
A/06	AIRCRAFT CARRIER LANDINGS
H/04.1	AIRCRAFT CARRIERS
A/02	AIRCRAFT CONTROL TOWERS
A/03	AIRCRAFT DESIGN
W/04	AIRCRAFT EMERGENCY ESCAPE
U/03	AIRCRAFT ENGINE
U/	AIRCRAFT ENGINES
etc.	

There are only six fields in the Descriptor File. They are:

FIELD NAME	NUMBER	TYPE	LABEL
I1	1	I	FILE NUMBER:
I2	2	I KEY	ACCESSION NUMBER:
I3	3	S	DATE OF LAST UPDATE:
SORTKEY	10	S	SORT KEY:
FLDGRP	11	S	FIELD/GROUP:
DESCRP	12	S	DESCRIPTOR:

While the FLDGRP and DESCRP fields may be searched and displayed in the normal manner as described in Chapters 3 and 4, you will find the /ASSIST profile the most logical to review contents of this file.

CHAPTER 6

INPUT PROCESSING

A. OLIVE MODULE

The On-Line Interactive Verifying Editor (OLIVE) module of BASIS is the primary means used for adding new documents directly to the data base and modifying existing documents in this data base.

1. Using OLIVE

A. Refer to Chapter 2 for detailed instructions to log on the system. On page 2-5, the computer prompts:

ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU:

Enter RETURN for a list of all of the choices available and to see the computer's response time. The response looks like this:

CODE		FUNCTION
----		-----
LOGOUT	-	LOGOUT
MAIL	-	INFOMAIL BOX
CPORTS	-	COMMUNICATION PORTS
SETUP	-	SETUP TERMINALS
BASIS	-	BASIS DATA BASE SYSTEM
BBASIS	-	SUBMIT BASIS BATCH JOB
BQUIRKS	-	BASIS QUIRKS
OLIVE	-	OLIVE RECOVER DOCUMENT
FTRANS	-	FILE TRANSFER
DSM	-	DATA SET MAINTENANCE
EDT	-	EDT EDITOR
BULLETIN	-	INFOCEN BULLETIN BOARD
PFL	-	FIX LOCKED OR DAMAGED PROFILE FILE
ROUTE	-	ROUTE LISTINGS TO RJE
PASSWORD	-	CHANGE PASSWORD
PHONE	-	PHONE UTILITY
DECNET	-	DECNET LINK
USERS	-	USER NAME, ADDRESS, & PHONE LIST
AUTOBOOK	-	DAVA AUTOMATED BOOKING & DISTRIBUTION SYSTEM

ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU: BA

Enter "BA" and enter the RETURN key to enter BASIS. Your screen will be similar to this:

ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU:

WELCOME TO THE BASIS PRODUCTION SYSTEM (RELEASE I)
BASIS 4.0R257.18 840224

PLEASE ENTER THE SPECIFICATION FOR THE DATA BASE YOU WANT TO USE
/

Now to identify the data base desired, give an identification and another PASSWORD. The entry is placed after the "/" and resembles this:

PLEASE ENTER THE SPECIFICATION FOR THE DATA BASE YOU WANT TO USE
/ D202, ID=ARMY, PW=TANK

The computer responds with:

DATA BASE D202 IS ONLINE
THE LAST UPDATE WAS 850613 AT 222120
1/

b. Use OLIVE only if you have the training and the special ID codes. The special ID code must be used when you are entering the data base. Instead of typing "ID=PRODUCTS," or any of the Service names, use your special ID after the "ID=" prompt. A PASSWORD also is required for the ID. The entry would look similar to D201, ID= (Special ID), or PW=(assigned PASSWORD). You enter OLIVE by simply typing:

1/ OLIVE

ENTER NEXT OLIVE COMMAND

The slash mark is the OLIVE prompt. You may only enter commands at this prompt.

Leaving OLIVE is simple. You simply type BASIS at the slash prompt. You will be returned to the normal BASIS operating mode.

2. OLIVE Options. In OLIVE, you may do one of two basic operations: Create a new document or modify a document already in the data base. OLIVE uses a "workspace" area in which the

editing work is done. You fill the workspace by either creating a new document or by calling in a document from the data base for purposes of modification.

After you have created a new document or made the appropriate changes in the existing document, you must remove the document from the workspace before you can create or modify another document. Your options for disposing of the document in the workspace will be discussed later. You may not exit OLIVE with a document still in the workspace; it must be "disposed of" first. (See paragraph B.5., Disposition of Documents, below.)

The MAKE command of OLIVE is used to cause a new document to be created. You must specify the accession number, or RACNUM, of a new document, for that is how the computer keeps track of the documents. These numbers will be provided to you if you have the authority to create new documents. In this example we will create a new document with the RACNUM of 123456.

1/ OLIVE

ENTER NEXT OLIVE COMMAND

/ MAKE 123456

USER CREATED DOCUMENT - KEY 123456

OLIVE was entered by typing OLIVE. The computer responded by asking for the next OLIVE command and providing the slash prompt. The MAKE 123456 command told the computer to create a new document with a RACNUM of 123456 and the computer will verify that the document has, indeed, been created.

3. Entering Data. Whether you are creating a new document or adding data to an existing one, the procedure is basically the same. There are two main methods of entering data in fields which are empty: (1) You may use the PROMPT feature, which will automatically prompt you with the name of every field in the document or (2) you may specify individual fields by entering the field number after the PROMPT command.

Here is an example which will be explained step by step.

1/ OLIVE

ENTER NEXT OLIVE COMMAND

/ MAKE 123456

USER CREATED DOCUMENT - KEY 123456

ENTER NEXT OLIVE COMMAND

/ PROMPT 11A

11A? 123456

PROMPT 11B

11B? DD

First, we entered OLIVE and told the computer to make a new document with an RACNUM of 123456. Next we issued the PROMPT command and entered RETURN. The computer prompts "11A?" at which point the data are entered as in the example.

You do not need to use the plus sign at the end of lines here; simply continue typing when you are at the end of a line and the computer will continue on the next line. Note when using PROMPT, the computer will continue to prompt you to more data until you enter the "STOP" command.

PROMPT is the technique most often used for entering complete new documents. IMPORTANT NOTE: If you use PROMPT on a field which already contains information, the material you add will be appended to the data already in the field.

4. Modify a Document. As was pointed out in paragraph B.2, above, one way to modify an existing document is to issue the PROMPT command and specify the desired fields. This can be used to fill fields that were left blank when the document was first entered, or to add material to the end of a field which already contains information.

To modify a document in the data base, use the GET command to bring it into the OLIVE workspace. The GET command specifies the accession number or RACNUM of the document you wish to bring into the workspace. For example:

ENTER NEXT OLIVE COMMAND

/ GET 324081

There will be many times when you will want or need to see the information in your document. You may list all the fields in the record currently in your OLIVE workspace by entering:

/ SHOW

The SHOW command will display the entire DD Form 1995-2 or DD Form 2054/1 and /2. If you wish to see only specific fields:

	/	SHOW RACNUM, I1A, I1D, I3A, I4C
RACNUM	2	32408
I1A	5	709668
I1D	6	AFIF 29857-42
I3A	12	Unclassified
I4C	22	CLEARED FOR EXHIBITION

This command format will list only the fields you have requested. Notice the line numbers in the middle column; you may use these at any time in OLIVE to refer to a field or line in a field instead of the field number.

This is valuable to allow you to check accuracy of input, spelling, etc. The line numbers may be used in commands to modify the document. You may use, for example, the number 5 instead of I1A. This is particularly useful if you want to modify a field which contains more than one line, such as the synopsis, (I7) field on the DD Form 1995-2. Here, you could change only one line of that multi-line field by using its line number.

In OLIVE, the AT command is used to modify information in a field. The command can take several forms; the main ones involve deleting material and changing material. With the AT command, you may refer to the item you wish to change or delete either by field code; e.g., I4A, I7, or by line number; e.g., 20, 57, etc.

The AT command allows you to perform three functions: you may DELETE all or portions of a field; you may CHANGE a character or characters in a field; and you may INSERT additional characters in a field. These examples show how the AT command works:

ENTER NEXT OLIVE COMMAND
/ AT I1a "124356" CHANGE "123456"
CHANGES PERFORMED - 1

ENTER NEXT OLIVE COMMAND
/ AT I2A BOL INSERT "TRAVEL"
INSERTIONS PERFORMED - 1

ENTER NEXT OLIVE COMMAND
/ AT I7 "SOUTHERN" INSERT "HEMISPHERE"
INSERTIONS PERFORMED - 1

ENTER NEXT OLIVE COMMAND
/ AT I7 "NORTHERN" DELETE
DELETIONS PERFORMED - 1

In the first example, the CHANGE command is used to change the Standard Audiovisual Production Identification Number (SAVPIN) number "124356" to "123456" in field I1A. The items to be changed always need to be in quotes. The items used in the CHANGE command need not be the same length. Whatever is in the first set of quotes will be replaced by whatever is in the second. You must be careful though, always to include enough material within the first set of quotes so the computer will know by what you want to change. If you want to change the word "the" in a field to "an," and there are more than one "the," you had better include a few more words so the computer will know which "the" you are talking about.

The second example shows how to insert material in a field without changing what is already there. Here, we have inserted the word "travel" at the beginning of the line; that's what the "BOL" is for. In place of the "BOL," we could use "EOL" to insert material at the end of the line, or we could have used some text in quotes, as in the next example. Here, we have inserted the word "hemisphere" to the right of the word "southern." Insertions are always to the immediate right of the characters specified in the first set of quotes.

In the last example, we delete the word "northern" from field I7. Anything placed inside the quotes will be deleted from the field. If no quotes are used, the entire contents of the field will be deleted.

It is a good idea to use the SHOW command after making a change to a field to verify that field's final contents.

5. Disposition of Documents. After you have created or modified a document, you must release it from the workspace. There are four ways you may do this:

CLEAR -- This command will remove the document from the workspace without saving any of the changes you made. If you CLEAR a just-created document, the document will not exist in the data.

PUT -- This command will enter your document into the data base, with any changes you have made. If you have created a new document, the PUT command will add it to the data base. Actually, documents which are PUT are entered into a special queue file that is updated into the data base every two weeks or so. This means that the changes you make today will not be entered into the permanent data base until the next update, at most, two weeks.

HOLD -- This command will place a document in a special file so that you may come back to it and make further updates before it is finally PUT. A document which is placed on HOLD will stay in the queue file, not entering the data base until it is again brought to OLIVE via the GET command and finally PUT.

DELETE -- This command will mark a document for total deletion. Use this only if there is absolutely no further need for a document. In the event you make a mistake and the document is really wanted, GET it again and then DISCARD it from the work space. THIS MUST BE DONE BEFORE THE DATA BASE UPDATE.

DISCARD -- This command will "purge" any action pending on the document in the workspace. That is, it will cancel a PUT, HOLD, or DELETE. Therefore, GET the document if it is not already in the workspace. If the document is in the queue file, having been previously put there by a PUT, HOLD, or DELETE, it will be removed.

It is a matter of policy that a DD Form 1995-2 document cannot be entered into the permanent data base until certain fields are completed. Due to this, if you attempt to PUT a document which has required fields missing, the computer will inform you that those fields are still blank. If you must leave them blank, place the document on HOLD until the required fields can be completed, then you can PUT the document.

The format of these commands is very simple:

ENTER NEXT OLIVE COMMAND
/ PUT

The format is exactly the same for the CLEAR and HOLD commands.

You must release a document from the workspace before another may be brought into it, or created. If you attempt to perform a MAKE or GET without first using the CLEAR, PUT, or HOLD, you will receive an error message.

If you are inadvertently disconnected from INFOCEN with a document left in the workspace, that document is locked up until you run the Function OLIVE (OLIVE RECOVERY) from the main menu (page 2-5) to recover the document. The system will not allow you to re-MAKE, EDIT, or DELETE a locked document.

B. FACINPUT

FACINPUT is an additional means of entering data during the initial input of the Audiovisual Annual Report Form 2054/1 and /2. FACINPUT is a separate work file constructed to allow users to input data without disturbing the production data base. The main advantage in using FACINPUT is that certain checks and balances have been added to the input process by each Component.

CHAPTER 7

ELECTRONIC MAIL

It is possible to send messages to other users of the DAVIS via the electronic mail feature listed on the menu as either "electronic mail" or "Infomail." To send mail to another user, you need their USERNAME. You do not need to know another user's PASSWORD to send them mail; indeed, you should never know any other user's PASSWORD.

To illustrate use of the electronic mail, let us look at a mail session:

```
ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU:  MA
MAIL>  SEND
To:  DAVNCSP
Subj:  TERMINALS BREAKING DOWN
Enter your message below.  Use CTRL/Z when finished.
We are having difficulty with our terminals breaking down every few
days.  We would like you to replace them as soon as possible.
```

```
Thank You Very Much (CTRL/Z ENTERED HERE)
MAIL>  EXIT
```

Selecting the "MA" option from the menu prompt will place you into the mail program. You may enter any of the mail commands listed below at the "MAIL>" prompt. In the example, the SEND command was used to initiate a message to the user whose USERNAME is DAVNCSP. The computer will prompt for the addressee and a subject line. Never use more than one line of information for the subject. Using the CTRL/Z will terminate the SEND mode and send the message.

There are other commands you may use at the MAIL> prompt:

"READ" -- If, when you log in, you see a message telling you that you have new mail, enter MAIL> and use READ to read that new mail. If you have more than one piece of new mail, pressing the RETURN key will continue to display your new mail messages until they are all shown. If you enter MAIL> and there are no new messages, using READ will allow you to read all your mail beginning with the oldest message.

"DELETE" -- If you do not wish to save a message, typing DELETE after reading the message will remove it from the mail file. If you do not delete messages, they will remain in your account forever. Please do not allow them to accumulate.

"REPLY" -- Using this command immediately after reading a message will automatically initiate a reply to the sender. All you will have to do is enter the text and CTRL/Z to end the message.

"FORWARD" -- Again, this can only be used immediately after reading message to forward the exact text of that message on to another user. You will need to enter the USERNAME of the person you wish to receive the forwarded message.

"SEND" -- This command, as in the above example, initiates the sending of a message. You may send the same message to more than one USERNAME; simply string them together, separated by commas, when prompted. If you wish a copy of the message as sent, include your USERNAME on the list of names.

"DIR" -- The DIR command will give you a directory or list of all the messages in your mailbox. The listings will be one line each and will contain the date, USERNAME of the sender and the subject line. Each directory listing is preceded by a number. If you want to read one of them, enter "READ n" at the MAIL> prompt. Of course, the "n" should be replaced by the number of the message you wish to read.

"BACK" -- Displays the previous message, the one before the current message.

"EXIT" -- Exits you from the MAIL program and returns you to the menu prompt.

"NEXT" -- Displays the text of the next message in the MAIL file.

NOTE: Do not exit MAIL by using the QUIT command, as is done in BASIS. If you have DELETED messages, they will not delete if you use QUIT.

Here is a further example:

```
ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU: MA
You have 1 new message
MAIL> READ
```


From: DAVNQSTR
To: DAVNCSP
Subj: TERMINALS BREAKING DOWN

We are having difficulty with our terminals breaking down every few days, we would like you to replace them as soon as possible.

Thank You Very Much
MAIL> DELETE
MAIL> EXIT

The DELETE deletes the current (last read) message from your list of mail messages. (The message is not actually deleted from the file until you either exit mail or read another message file. Therefore, if you accidentally delete a message, you can recover it by aborting MAIL with CTRL/Y or entering QUIT.)